## SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS BUDGET SPECIAL MEETING MINUTES FEBRUARY 4, 2012

The meeting was called to order by Director Acton: Freeholder Laury offered the prayer followed by the Pledge of Allegiance.

Director Acton stated that adequate notice pursuant to the Open Public Meetings Act has been given of this meeting.

On Roll Call, the following Freeholders were present: Deputy Director Laury, Freeholders Cross, Vanderslice, Ware, Bobbitt, Timberman and Acton.

## **BUDGET PRESENTATION**

Director Acton stated thank you all for coming I know the Saturday morning thing is tight I apology and I think we really do need to be here to go over these challenging numbers. Doug you can take it away

Doug Wright, CFO – met with constitutional officers and Prosecutors with some success. Actual, potential budget adjusts were handed out. Actual adjustments have been made updated expenditure numbers. Everyone's adjustments went to miscellaneous line due to time constraints.

Mr. Wright met with the following departments and reported the following:

Prosecutor Office - has three positions open that he would like to have replacement for immediately. Discussed looking at staggering those hiring's throughout the year March, May and August which would be a savings of \$103,405.

Sheriff, Warden and Undersheriff - discussed medical and no long taking State and Federal inmates only county which probably only reduce staff by 8 due to regulations and statutes. By not taking State and Federal inmates, county would give up approximately \$4 million in revenue and only gain about \$1 million back in savings by reducing staff. Discussed using inmates for office cleaning in areas they can get into which would be almost \$207,000 in annual savings. This year it would be around \$103,000 saved by the time you get that in place. There are 118 corrections officers with approximately 101 working. Discussed the benefits of hiring new staff verses overtime and if there would there be a savings and the possibilities of civilians in positions that wouldn't involve direct contact with inmates at the correctional facility. Video conferencing instead of transporting inmates back and for court was discussed.

Surrogate - has a limited budget of about \$10,000 and there's really nothing to cut there.

County Clerk - there is a potential salary savings there but that should be discussed in closed session.

Board of Elections - they have a contract with Dominion that had to be bumped due to the presidential election so budget had to increased by \$60,000. Recommend municipalities have school board elections in November. They have until February 17 to file with the County Clerk. That would be a savings from techs coming in and overtime.

I.T. - found some expired contracts that were not renewed. Discussed looking into the possibility of sharing services and out sourcing the IT Department.

The idea of looking into the amount of desktop printers, blackberry's, air cards and county vehicles to see if they all really needed or if some can be eliminated. Another idea mentioned was lower the mileage reimbursement amount since the IRS rate is the standard deduction for tax reporting and it's not the law to pay the IRS rate.

911 Center - they had an increase in contracts because they had money left in 2010 budget so they budgeted some of their 2011 contracts using these funds so when the analysis was done in 2011 it didn't appear. These contracts involve equipment with the 911 Center and would cost more to pay as you go if you didn't renew the contract. County has a grant that can be charged an employee's salary up to \$50,000.

Engineering - they have an increase in contracts same as 911 Center. They have a testing contracting that was paid out of 2010 so didn't show up in 2011. A \$17,000 contract had to be added back. Sat down with both the new and the former Engineers and went through the projects and in their opinion the following has to be done \$110,000 for guide rail, \$50,000 for road that is collapsing in Penns Grove, \$100,000 for issues with dams for the 2012 Initiative (Palatine Bridge construction management), \$100,000 for 2011 Initiative (Houses Mill Pond Bridge construction management), \$150,000 for 2013 Bridge Initiative (Bridge initiative you have to start now), \$150,000 for 2012 Oil and Stone, \$70,000 Capital Bridge for seven different bridges, and \$50,000 for Hannah Bridge construction. The following are a list of cuts from the Engineering budget \$500,000 annual bridge fund, \$500,000 New Bridge demolition, \$400,000 2012 Road Resurfacing and \$130,000 guide rail for New Bridge project. Both Engineers agreed on what should be put back in.

The total outstanding debt service is \$58 million. College and Vo-tech numbers are not projected because these numbers vary. Last year's numbers were used for the Board of Social Services budget request. Freeholder Vanderslice stated he is concerned with the total debt of the county has and uncomfortable feeling about that. CCFO stated statute states can borrow up to 2 percent of the average value and we are at less than 1 percent. Freeholder Laury stated the county is one of the lowest counties as far as borrowing.

Director Acton stated I asked for organization chart because I think we need to look at restructuring also. Think it goes hand in hand with the budget. Are there areas that we can combine? Secretarial pool was discussed.

Mr. Wright proposed a 3 percent cut for the college. There was discussion about percentage cut across the board would not work because each departments needs are different.

Deputy Director Laury motion to enter into closed session seconded by Freeholder Timberman and carried by hand vote 7/0 at 10:05 am.

## SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS EXECUTIVE SESSION MINUTES FEBRUARY 4, 2012

Freeholders present: Acton, Laury, Cross, Vanderslice, Timberman and Bobbitt, and Ware. Administrator Ford, COB Gage.

Freeholders went into executive session by resolution at 10:05 am.

COB Gage first reported on a contractual issue involving the Railroad. He advised that Southern Rail of NJ has not filed the necessary paperwork with the Federal Railroad Administration in order to be recognized as the new operator of the short line. Gage reported that he has contacted the County's governmental consultant and will help facilitate this changeover as soon as possible.

Budget discussions continued concerning personnel. The Freeholders considered potential retires and the cost savings that may be incurred. They had a detailed discussion concerning the command structure at the Correctional facility and the proposed hiring's within the Prosecutors Office. Further discussion

concerning the possible outsourcing of various departments was held. Restricting out of County prisoners and the effect that would have on personnel was also discussed.

The Freeholders instructed administration to develop a budget plan that addressed these issues and have it ready to discuss with the Freeholder Administration Committee on Wednesday evening. Paramount is their desire to have as few, if any, layoffs of personnel.

Deputy Director Laury motion to come out of closed session seconded by Freeholder Cross and carried by hand vote 7/0 at 11:45 am.

Deputy Director Laury motion to adjourn the meeting seconded by Freeholder Cross and carried by hand vote 7/0 at 11:45 am.

Respectively submitted,

Earl R. Gage Clerk of the Board